

This module will instruct you on the procedure for filing the following schedule related events:

Schedules (ORIGINAL)	-	See Pages 1 through 8
Individual Schedules	-	See Pages 9 through 12
Schedules (AMENDED)	-	See Pages 12 through 19

Step 1 - Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

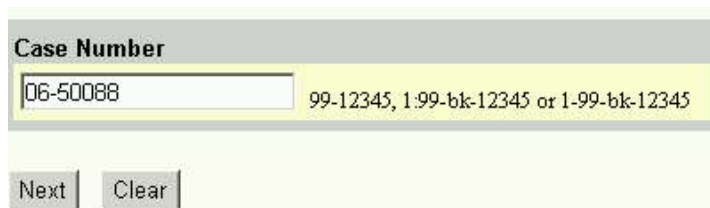


Step 2 - The BANKRUPTCY EVENTS screen displays.



Click on the **Other** hyperlink.

Step 3 - The CASE NUMBER screen displays. Enter the case number for the appropriate case.

The image shows the "Case Number" screen. It has a light yellow background. At the top, the title "Case Number" is in bold. Below it is a text input field containing "06-50088". To the right of the input field is the text "99-12345, 1:99-bk-12345 or 1:99-bk-12345". At the bottom, there are two buttons: "Next" and "Clear".

Click the [Next] button.

Step 4 - The EVENTS screen displays.

Select the desired event from the list of events.

06-50088 Ross Little and Luann Little

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMACMP, CMAWDPOC, DebtEd, 727OBJ

Schedule H
Schedule I
Schedule J
Schedules (AMENDED)
Schedules A-J (ORIGINAL)
Social Security Number (B21)
Social Security Number (B21) AMENDED
Statement in Support of Reaffirmation Agreement

NextClear

NOTE: Type the first letter (S for Schedule) and the highlight bar will immediately select the first entry beginning with the letter S. Arrow down until you see the schedule you are filing and select it.

Applicable options regarding the docketing of schedules are:

Schedules A-J (ORIGINAL). This event should be used when filing all of the original schedules after the voluntary petition was previously filed with all schedules being deficient. It may be used in combination with other events such as “Summary of Schedules”.

For instructions on how to docket the event “Schedules A-J (ORIGINAL)”, see Step 1 through Step 13; Page 1 through Page 8.

Individual Schedules (i.e.; Schedule A, Schedule B, Schedule C, etc...) This event should be docketed when some, but not all of the original schedules need to be filed. Each individual schedule must be docketed one at a time.

For instructions on how to docket individual schedules, see Step 14 through Step 19; Page 9 through Page 12.

Schedules (AMENDED). This event should be used when any schedule is amended.

For instructions on how to docket the event “Schedules (AMENDED)”, see Step 20 through Step 30; Page 12 through Page 19.

Click the [Next] button.

Step 5 - The SELECT PARTY screen displays.

[06-50088 Ross Little and Luann Little](#)

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMAACMP, CMAWDPOC, DebtEd, 727OBJ

Select the Party:

Handy Man Depot, [Creditor]
Home Depot, [Creditor]
Little, Luann [Debtor]
Little, Ross [Debtor]
Tee, Truss [Trustee]

[Add/Create New Party](#)

Select the debtors from the pick list.

Click the [Next] button.

Step 6 - The SELECT PDF screen displays.

[06-50088 Ross Little and Luann Little](#)

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMAACMP, CMAWDPOC, DebtEd, 727OBJ

Select the **pdf** document (for example: CA199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

Select the pdf file to associate with this event. For more detailed information about creating and attaching pdf files, see module on [Attaching PDF Files](#) for instructions.

Click the [Next] button.

Step 7 - An ADVISORY screen displays.

06-50088 Ross Little and Luann Little

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMACMP, CMAWDPOC, DebtEd, 727OBJ

THIS EVENT SHOULD ONLY BE USED FOR FILING ORIGINAL SCHEDULES A-J.

THIS EVENT HAS SEVERAL STEPS. PLEASE FOLLOW THE INSTRUCTIONS CAREFULLY.

Please read, then click the [Next] button to proceed if you are filing original schedules A-J.

Step 8 - You will then be prompted to indicate if creditors or co-debtors have been added after the filing of the original matrix.

06-50088 Ross Little and Luann Little

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMACMP, CMAWDPOC, DebtEd, 727OBJ

SELECT NO TO CERTIFY THAT NO ADDITIONAL CREDITORS OR CODEBTORS HAVE BEEN ADDED SINCE THE FILING OF THE ORIGINAL MATRIX.

SELECT YES IF YOU ARE ADDING CREDITORS OR CODEBTORS.

Select the appropriate response yes/no, then click the [Next] button.

If you indicated that creditors or co-debtors are being added, you will be informed that you must enter the creditors or co-debtors on the next screen.

If you indicate that no creditors or co-debtors are being added, the certification language (***I hereby certify that no additional creditors or co-debtors have been added since the filing of the original matrix***) will appear in the final docket text.

Click the [Next] button.

The next screen will remind you that creditor(s) or co-debtor(s) should be entered on the next screen.

06-50088 Ross Little and Luann Little

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMACMP, CMAWDPOC, DebtEd, 727OBJ

ENTER THE CREDITORS OR CODEBTORS ON THE NEXT SCREEN.

Click the [Next] button to proceed.

Step 9 - The ADD CREDITORS screen displays.

00-00000 ROSS LITTLE and LUANN LITTLE

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMAWDP, CMAWDPOC, DebtEd, 727OBJ

Add Creditor(s)

*Name may be 50 characters. Address may be 5 lines, 40 characters each.
More than one creditor may be entered. Separate creditors with a blank line.*

Name and Address

Cingular
3780 Northside Drive
Suite 110
Macon, GA 31210

Creditor type Creditor

Creditor committee ☒ No ☐ Yes

Enter creditor/co-debtor information in the field provided. Always accept the default creditor type “creditor” and the default Creditor committee “no”.

Click the [Next] button.

The CASE DATA screen displays.

06-50088 Ross Little and Luann Little

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMAWDP, CMAWDPOC, DebtEd, 727OBJ

Click the [Next] button.

Step 10 - Indicate with/without regarding whether a certificate of service to added creditors or co-debtors is being filed with your schedules.

[06-50088 Ross Little and Luann Little](#)

Type: bk

Chapter: 13 v

Office: 5 (Macon)

Judge: rfh

Assets: y

Case Flag: CMACMP,
CMAWDPOC, DebtEd, 727OBJ

Enter **WITH** or **WITHOUT** Certificate of Service to Added Creditors or Codebtors

with

IF YOU ARE NOT FILING A CERTIFICATE OF SERVICE ON ADDED CREDITORS OR CODEBTORS THIS TIME, PLEASE DO SO AS SOON AS POSSIBLE.

Click the [Next] button.

Step 11 - The RECEIPT screen displays.

[06-50088 Ross Little and Luann Little](#)

Type: bk

Chapter: 13 v

Office: 5 (Macon)

Judge: rfh

Assets: y

Case Flag: CMACMP,
CMAWDPOC, DebtEd, 727OBJ

Leave Receipt Number blank if you are paying over the Internet or Enter O for Other Payment Receipt #:

Fee: \$26

The receipt field should be left blank to pay the fee electronically. Click the [Next] button.

You will then be reminded that you must complete the summary of schedules form. This is necessary in order to fulfill the requirements for statistical information as mandated by Congress.

[06-50088 Ross Little and Luann Little](#)

Type: bk

Chapter: 13 v

Office: 5 (Macon)

Judge: rfh

Assets: y

Case Flag: CMACMP,
CMAWDPOC, DebtEd, 727OBJ

NEXT YOU MUST COMPLETE THE SUMMARY OF SCHEDULES FORM.

Next

Clear

Click the [Next] button.

Step 12 - The SUMMARY OF SCHEDULES screen displays. **Note:** The image below is a partial screen of the Summary of Schedules form.

SUMMARY OF SCHEDULES			
Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.			
NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OT
A - Real Property	<input type="text"/>		
B - Personal Property	<input type="text"/>		
D - Creditors Holding Secured Claims		<input type="text"/>	

After completing the form, click the [Next] button.

The CASE DATA screen displays next.

[06-50088 Ross Little and Luann Little](#)

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMACMP, CMAWDPOC, DebtEd, 727OBJ

Click the [Next] button to proceed.

Step 13 - The FINAL TEXT screen displays.

[06-50088 Ross Little and Luann Little](#)

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMACMP, CMAWDPOC, DebtEd, 727OBJ

Docket Text: Final Text

Schedules A-J with Certificate of Service to Added Creditors or Codebtors Fee Amount \$26 filed by Luann Little, Ross Little (Attorney, Ann)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Verify the information. Click the [Next] button to submit this transaction.

Filing “Individual Schedules” - Docket individual schedules when some, but not all of the original schedules need to be filed. They must be docketed one at a time.

Step 14 - The EVENT screen displays.

[06-50088 Ross Little and Luann Little](#)

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMACMP, CMAWDPOC, DebtEd, 727OBJ

Request to Clerk to Issue Summons

Schedule A

Schedule B

Schedule C

Schedule D

Schedule E

Schedule F

Schedule G

Next

Clear

Select the individual Schedule event you wish to file. Click the [Next] button.

Step 15 - The SELECT PARTY screen displays.

[06-50088 Ross Little and Luann Little](#)

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMACMP, CMAWDPOC, DebtEd, 727OBJ

Select the Party:

Handy Man Depot, [Creditor]

Home Depot, [Creditor]

Little, Luann [Debtor]

Little, Ross [Debtor]

Tee, Truss [Trustee]

Next

Clear

[Add/Create New Party](#)

Select the debtors from the pick list. Click the [Next] button.

Step 16 - The SELECT PDF screen displays.

[06-50088 Ross Little and Luann Little](#)

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMAACMP, CMAWDPOC, DebtEd, 727OBJ

Select the **pdf** document (for example: CA199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

Select the pdf file to associate with this event. For more detailed information about creating and attaching pdf files, see module on [Attaching PDF Files](#) for instructions.

Click the [Next] button.

Each individual schedule event displays the following message as a reminder:

THIS EVENT SHOULD ONLY BE USED FOR ORIGINAL SCHEDULES.

PLEASE DOCKET ONLY ONE SCHEDULE AT A TIME OR USE THE EVENT SCHEDULES A-J IF YOU ARE FILING ALL SCHEDULES.

Click the [Next] button.

Step 17 - The SCHEDULES DATA screen displays for some schedule events.

[06-50088 Ross Little and Luann Little](#)

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMACMP, CMAWDPOC, DebtEd, 727OBJ

Enter Real Property Amount:

Some of the schedule events will prompt you for information. For example, the event “Schedule A” asks you to enter real property amount. If prompted, enter information in the field provided.

Individual Schedules D, E, F and H also ask you if creditors or co-debtors are being added after the filing of the original matrix. If the answer is “yes” you must enter the creditor(s) or co-debtor(s) name and address information in the field provided. You may review Steps 8 - 11 on pages 4 through 7 for the screens that will display if you are adding creditor(s) or co-debtor(s).

Note: If Schedule C is amended, notice to all parties in interest in the case must be sent. See Local Rule 4003-1(b).

Step 18 - The CASE DATA screen displays.

[06-50088 Ross Little and Luann Little](#)

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMACMP, CMAWDPOC, DebtEd, 727OBJ

Click the [Next] button to proceed.

Step 19 - The FINAL TEXT screen displays.

[06-50088 Ross Little and Luann Little](#)

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMACMP, CMAWDPOC, DebtEd, 727OBJ

Docket Text: Final Text

Schedule A filed by Luann Little, Ross Little (Attorney, Ann)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next

Clear

Verify the information. Click the [Next] button to submit this transaction.

Filing “Schedules (AMENDED)” - This event should be used when any schedule is amended.

Step 20 - The EVENT screen displays.

[06-50088 Ross Little and Luann Little](#)

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMACMP, CMAWDPOC, DebtEd, 727OBJ

Schedule G
Schedule H
Schedule I
Schedule J
Schedules (AMENDED)
Schedules A-J (ORIGINAL)
Social Security Number (B21)
Social Security Number (B21) AMENDED

Next

Clear

Select “Schedules (AMENDED)” from the list of events.

Click the [Next] button.

Step 21 - The SELECT PARTY screen displays.

06-50088 Ross Little and Luann Little

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMAACMP, CMAWDPOC, DebtEd, 727OBJ

Select the Party:

Handy Man Depot, [Creditor]
Home Depot, [Creditor]
Little, Luann [Debtor]
Little, Ross [Debtor]
Tee, Truss [Trustee]

[Add/Create New Party](#)

Next Clear

Select the debtors from the pick list. Click the [Next] button.

Step 22 - The SELECT PDF screen displays.

06-50088 Ross Little and Luann Little

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMAACMP, CMAWDPOC, DebtEd, 727OBJ

Select the **pdf** document (for example: CA199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

Next Clear

Select the pdf file to associate with this event. For more detailed information about creating and attaching pdf files, see module on Attaching PDF Files for instructions.

Click the [Next] button.

The following message displays:

[06-50088 Ross Little and Luann Little](#)

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMAACMP, CMAWDPOC, DebtEd, 727OBJ

THIS EVENT HAS SEVERAL STEPS. PLEASE FOLLOW THE INSTRUCTIONS CAREFULLY.

Click the [Next] button.

Step 23 - The following prompt follows:

[06-50088 Ross Little and Luann Little](#)

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMAACMP, CMAWDPOC, DebtEd, 727OBJ

Which Schedules Are You Amending?

Enter a response in the field provided, then click the [Next] button.

Next, the following ADVISORY screen displays.

06-50088 Ross Little and Luann Little

Type: bk

Chapter: 13 v

Office: 5 (Macon)

Judge: rfh

Assets: y

Case Flag: CMAEMP,
CMAWDPOC, DebtEd, 727OBJ

IF YOU ARE AMENDING ANY OF THE AMOUNTS DISPLAYED ON THE SUMMARY OF SCHEDULES
YOU MUST ENTER THE NEW AMOUNTS BY TYPING OVER THE EXISTING AMOUNTS.

BY-PASS THAT SCREEN IF YOU DO NOT NEED TO CHANGE AMOUNTS.

Next

Clear

Click the [Next] button.

Step 24 - The SUMMARY OF SCHEDULES screen displays. (Partial image shown below)

SUMMARY OF SCHEDULES			
Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.			
NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHI
A - Real Property	<input type="text"/>		
B - Personal Property	<input type="text"/>		
D - Creditors Holding Secured Claims		<input type="text"/>	
E - Creditors Holding Unsecured Priority Claims		<input type="text"/>	
F - Creditors Holding Unsecured Nonpriority Claims		<input type="text"/>	
Average Income (from Schedule I, Line 16)			<input type="text"/>
Average Expenses (from Schedule I, Line 18)			<input type="text"/>

Enter the amended amounts by typing over the existing amount. By-pass this screen if you do not need to change amounts.

Click the [Next] button.

Step 25 - The following screen displays.

[06-50088 Ross Little and Luann Little](#)

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMAEMP, CMAWDPOC, DebtEd, 727OBJ

SELECT YES IF YOU ARE ADDING CREDITORS OR CO-DEBTORS, DELETING CREDITORS, CHANGING THE AMOUNT SPECIFIED AS BEING OWED TO A CREDITOR OR CHANGING THE CLASSIFICATION OF A DEBT.

SELECT NO TO CERTIFY THAT YOU ARE NOT.

Respond “yes” or “no” as to whether you are adding creditors or co-debtors, deleting creditors, changing the amount specified as being owed to a creditor or changing the classification of a debt.

Click the [Next] button.

If your response is “no”, the applicable certification language will be reflected in the final text. If your response is “yes”, you will be prompted to enter the action you are taking. See below.

[06-50088 Ross Little and Luann Little](#)

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMAEMP, CMAWDPOC, DebtEd, 727OBJ

Enter one of the following in the blank below to describe the action you are taking:

ADDING CREDITORS OR CO-DEBTORS

DELETING CREDITORS

CHANGING AMOUNT OWED

CHANGING CLASSIFICATION

Enter a response in the field provided.

Click the [Next] button.

The following ADVISORY screen displays.

06-50088 Ross Little and Luann Little

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMACMP, CMAWDPOC, DebtEd, 727OBJ

If you are ADDING CREDITORS, please go to the NEXT PAGE to enter their names and addresses.

By-pass that screen if you are not adding creditors.

Click the [Next] button.

Step 26 - The ADD CREDITOR(S) screen displays.

Add Creditor(s)

*Name may be 50 characters. Address may be 5 lines, 40 characters each.
More than one creditor may be entered. Separate creditors with a blank line.*

Name and Address

Creditor type

Creditor committee ☒ No ☐ Yes

Enter creditors or co-debtors who are being added. Leave Name and Address field blank if no creditors or co-debtors are being added. Always accept the default creditor type “creditor” and the default Creditor committee “no”.

Click the [Next] button.

Step 27 - The CASE DATA screen displays next.

06-50088 Ross Little and Luann Little

Type: bk

Chapter: 13 v

Office: 5 (Macon)

Judge: rfh

Assets: y

Case Flag: CMACMP,
CMAWDPOC, DebtEd, 727OBJ

Next

Clear

Click the [Next] button to proceed.

Step 28 - The RECEIPT screen displays.

06-50088 Ross Little and Luann Little

Type: bk

Chapter: 13 v

Office: 5 (Macon)

Judge: rfh

Assets: y

Case Flag: CMACMP,
CMAWDPOC, DebtEd, 727OBJ

Leave Receipt Number Blank if you are paying over the Internet or Enter 0 for Other Payment.

Enter NFR in receipt field ONLY if amendment is filed within 15 days of a conversion. Receipt #:

\$26

Next

Clear

Leave the receipt number field blank to pay fee over the Internet or enter NFR if applicable.

Click the [Next] button.

Step 29 - The CASE DATA screen displays next.

[06-50088 Ross Little and Luann Little](#)

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMACMP, CMAWDPOC, DebtEd, 727OBJ

Click the [Next] button to proceed.

Step 30 - The FINAL TEXT screen displays.

[06-50088 Ross Little and Luann Little](#)

Type: bk	Chapter: 13 v	Office: 5 (Macon)
Judge: rfh	Assets: y	Case Flag: CMACMP, CMAWDPOC, DebtEd, 727OBJ

Docket Text: Final Text

Amended Schedules E changing amount owed Fee Amount \$26 filed by Luann Little, Ross Little (Attorney, Ann)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Verify the information. Click the [Next] button to submit this transaction.

The NOTICE OF ELECTRONIC FILING screen will display after your transaction has been submitted.

Notice of Electronic Filing

The following transaction was received from Attorney, Ann entered on 11/29/2006 at 2:14 PM EST

Case Name: Ross Little and Luann Little

Case Number: [06-50088](#)

Document Number: [20](#)

Docket Text:

Amended Schedules E changing amount owed Fee Amount \$26 filed by Luann Little, Ross Little (Att

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: N:\MyFiles\CMECF PDF EXAMPLES\15 SUBMIT B21 FORM 3.0 june2006

Electronic document Stamp:

[STAMP bkecfStamp_ID=970768733 [Date=11/29/2006] [FileNumber=8525-0] [

06-50088-5134-1150702306-5274112-0406121-1600701-147404-032-00012302